

**St Marys Surgery**  
**37 St Marys Street**  
**Ely**  
**Cambs**  
**CB7 4HF**  
**Tel: 01353 663434**

## Application for Detailed Access to SystemOnline – Accessing Coded Medical Record

Surname	Date of birth
First name	
Address	
Postcode	
Email address	
Telephone number	Mobile number

### Detailed Access – TWO Forms of ID Required

I wish to request the following online services (please tick all that apply):

1. Accessing my coded medical record ( <b>Detailed Access</b> )	<input type="checkbox"/>
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**Please note that a review of your medical records will be performed by a clinician prior to detailed access being granted.**

I wish to access my medical record online and understand and agree with each statement (tick)

1. I have read and understood the information leaflet provided by the practice	<input type="checkbox"/>
2. I will be responsible for the security of the information that I see or download	<input type="checkbox"/>
3. If I choose to share my information with anyone else, this is at my own risk	<input type="checkbox"/>
4. I will contact the practice as soon as possible if I suspect that my account has been accessed by someone without my agreement	<input type="checkbox"/>
5. If I see information in my record that is not about me or is inaccurate, I will contact the practice as soon as possible	<input type="checkbox"/>

Signature	Date
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## For practice use only

Patient NHS number			
Identity verified by (initials)	Date	Method Passport <input type="checkbox"/> Or Photo driving licence <input type="checkbox"/> Plus proof of address (DRA only) If neither are available, discuss with SH or TD	
Authorised by			Date
Appointment and medication access enabled by:			
Clinical record reviewed by:			
Approval for access given by:			
Coded record access enabled in SystmOnline by:			

### Detailed medical records access procedure:

Patients requesting advanced access will be notified, verbally or by letter, of the practices current time scales to grant detailed access to their record.

The practice, due to time required completing the review of applications and subsequent review of the patients' notes will process a set number of applications per month. Patients will be informed of this in relation to the time scale until access is granted.

Consideration will be given to information in the records that may cause distress or upset or be of a highly sensitive nature. Specific information can be withheld with reasonable explanation given to patients requesting advanced access.

Consideration will also be given to the patient's medical history and if access to their medical records is likely to cause significant harm as a result then either specific information can be withheld or in extreme cases, the application for access can be declined, with reasonable explanation.

Third party information will not be shared. If third party information is present within the notes, this will be removed until explicit consent has been gained from the third party. Patients specifically requesting third party information must submit a Subject Access Request.